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Office Memorandum • UNITED STATES GOVERNMENT

TO : Budget Officer

DATE: 23 February 1949

THRU. : Deputy Services Officer (Overt)
FROM : Chief, Property Control Division

SUBJECT: Submission of Quarterly Monetary Report - Expendable Supplies In Stock

- 1. It is desirious that this office revise the present method of reporting monthly the monetary report of expendable supplies and, in turn, submit the total monetary value of expendable stock items to your office on a quarterly basis effective 1 April 1949 and each quarterly period thereafter.
- 2. Securing information covering the present monthly reports of expendable items requires $2\frac{1}{2}$ man-working days to accomplish. However the same amount of time would be required by this office to obtain same on a quarterly basis.
- 3. If the above satisfactorily meets the requirements of your office it is requested your concurrence be granted in this matter.
- 4. Reports covering the mometary value of non-expendable and real property within CIA will continue to be furnished monthly.



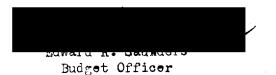
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Deputy Services Officer



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